



**DEPARTMENT OF PERSONNEL**

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**MEMO PERD #30/03**

September 10, 2003

TO: Department Directors

FROM: Jeanne Greene, Director  
Department of Personnel

SUBJECT: SEXUAL HARASSMENT/DISCRIMINATION INVESTIGATIONS

As you are aware, Governor Guinn requested and the Legislature funded, a sexual harassment and discrimination investigation unit within the Department of Personnel. This unit will consist of three full-time investigators, two in the north and one in the south, as well as a supervisor. The northern investigators are Alys Dobel, (775) 688-1494, and Rose Bilyeu, (775) 688-1493; David Badger, (775) 684-0108, is supervising the unit. We will be recruiting for the Las Vegas position within the next couple of weeks.

The mission of the unit is to conduct prompt, independent investigations of all allegations of sexual harassment and discrimination, as defined by State and federal law, in order to reduce costs associated with settlements and court decisions against the State. In addition to reducing the State's monetary liability, the benefits of this approach are many:

- Each complaint will be evaluated and investigated by trained personnel using consistent investigative procedures.
- Independent investigations will reduce the perception there is bias on the part of the investigator.
- Independent investigators can complete investigations in a more-timely, in-depth manner as compared to agency staff that often have many other duties in addition to investigation responsibilities.

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- The investigative unit will provide continuous feedback to trainers regarding specific training needs and will provide coordination between the State agencies, the Attorney General's Office and the State's Tort Claim Manager.

The State's Sexual Harassment/Discrimination Policy is being updated and will be distributed to each State agency in the near future. In addition, the Department of Personnel has developed specific procedures for agencies to follow when employees file sexual harassment/discrimination complaints. To assist you in the process, we've developed an intake form that should be used by your agency's coordinator to gather information regarding employees' initial complaints and a detailed complaint form that the complainant will complete. Copies of these procedures and forms are enclosed and will be available on our website at [www.dop.nv.gov](http://www.dop.nv.gov). A follow up form has also been developed that will allow the State to track the outcome of investigations. This form will be sent out to each State agency for which an investigation has been completed.

In conjunction with the establishment of a statewide investigation unit, the State of Nevada is placing an increased focus on training in prevention of sexual harassment and discrimination. This includes mandatory sexual harassment training for all new employees as well as refresher training for all employees every two years.

Finally, the sexual harassment hotline, which was previously maintained by the Attorney General's office, has been moved to the Department of Personnel. Employees will be advised of this change through a paycheck bulletin. We are enclosing the new sexual harassment poster, which displays the hotline number and provides a space for you to identify the name of your agency's coordinator. Please contact Connie Buda at (775) 684-0119 if you need additional posters.

I appreciate all your assistance and cooperation in implementing the new investigation and training programs. Working together, we can create a model workplace that is free from the disruptions and monetary outlays associated with complaints of sexual harassment and discrimination. If you have any questions, please feel free to contact me or Dave Badger.

JG:cp

Enclosures

cc: Division Administrators  
Agency Personnel Liaisons  
David Badger, Supervisory Personnel Analyst, Department of Personnel